



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

October 29, 2015

To: Patrick Ogawa
Acting Executive Officer

From: Lisa M. Garrett
Director of Personnel

Subject: **REVIEW OF BOARD POLICY NO. 9.060 – OUTSIDE EMPLOYMENT
REPORTING REQUIREMENTS**

In response to your September 14, 2015 request, we have completed our review of the attached Board Policy No. 9.060 – *Outside Employment Reporting Requirements*.

After review and consultation with my staff, the Department of Human Resources recommends that this policy remain in effect, as written, with an extended sunset review date of four years to January 11, 2020.

Should you have any questions, please contact me at (213) 974-2406 or your staff may contact Marisa Lopez, Senior Human Resources Manager, at (213) 351-8945.

LMG:EP:MAL
ML:cv

Attachment

S/PMPD/BOS Policies/LMG Memo BOS 9.060



Los Angeles County **BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
9.060	Outside Employment Reporting Requirements	12/29/81

PURPOSE

Standardizes reporting by County departments and district heads in summarizing outside employment activities of their staff. To also provide the Board of Supervisors with a summary and evaluation of outside employment activities on a County-wide basis, along with any need for modification to current policy identified as a result of this review.

REFERENCE

September 1, 1981 Board Order, [Synopsis 107](#)

December 29, 1981, [Synopsis 96](#)

Los Angeles County Code, [Chapter 5.44](#)

Los Angeles County Code, [Chapter 6.16](#)

POLICY

Each department and district head must annually prepare a summary of outside employment activities of their employees and for themselves, indicating that the reported outside employment activities have been reviewed by departmental management for compliance with County rules and regulations. This report must be submitted to the Executive Officer-Clerk of the Board within 30 days after the deadline for filing of the financial interest disclosure forms. All department and district heads must also inform the Board of Supervisors when engaging in any outside employment activities.

RESPONSIBLE DEPARTMENT

Department of Human Resources

Executive Office of the Board of Supervisors

DATE ISSUED/SUNSET DATE

Issue Date: January 11, 1982

Review Date: December 18, 2003

Review Date: September 5, 2008

Review Date: December 15, 2011

Review Date: October 28, 2015

Sunset Date: January 11, 2004

Sunset Date: January 11, 2008

Sunset Date: January 11, 2012

Sunset Date: January 11, 2016

Sunset Date: January 11, 2020